

Sponsored Projects Financial Closeout Procedure

Last Revised: 5/29/2013

1.0 Purpose

Clarkson University has established the following procedure for closing out sponsored project accounts to a zero dollar balance by 60 days past the end-date of an award.

2.0 Responsibility

All individuals engaging in the management of sponsored projects shall follow this policy when managing and closing sponsored projects.

3.0 Definitions

PI's: Principal Investigators

Closeout Allowance. Funds provided by the university to assist with the financial closeout of a sponsored project award.

4.0 Procedure:

4.1 The Division of Research will inform the PI that an award is ending at least 30 days prior to the end of the award. It is the PI's responsibility to manage the project to ensure that all award accounts are brought to a zero dollar balance by 60 days past the end date of an award.

4.2 If a **surplus balance** exists at the end of the award and no extension is pending, the Division of Research will determine how the surplus will be handled. This determination will be based on the terms of the award. Examples of actions that may be taken to resolve a surplus balance include:

4.2.1 Reduce overall award and notify sponsor

- 4.2.2 Dispersing unspent funds to an unrestricted account in accordance with the Business & Finance Procedure “Fixed-Price Awards Closeout Procedure”.**
 - 4.2.3 No Closeout Allowance funds will allocated for projects ending with a surplus balance.**
 - 4.3 If a deficit balance exists at the end of the award and no extension is pending, the Controller’s Office will use Closeout Allowance funds to bring the project account balance to zero. The amount of Closeout Allowance funds available for an award is based on the size of the award and is defined in Section 5.0.**
 - 4.4 After the PI meets all contractual obligations, any remaining Closeout Allowance funds will be proportionally distributed to unrestricted accounts of the PI and co-PIs based on the percentage of effort defined in the award.**
 - 4.5 If a deficit balance exists after the Closeout Allowance is exhausted the Controller’s Office will formally notify the PI of the deficit and will request an appropriate discretionary account number to cover the deficit.**
 - 4.6 If the PI does not reply within 10 days or has insufficient discretionary funds to cover the project deficit the Controller’s Office will contact the appropriate supervisor, e.g. Department Chair, Dean, Center Director, or Institute Director, and request a discretionary account number to cover the deficit.**
 - 4.7 If the supervisor does not reply within 10 days or has insufficient discretionary funds to cover the project deficit the PI and the PI’s supervisor will meet with the Chief Financial Officer or Controller and the Director of Research or Vice Provost for Research to determine a means to bring the project account balance to zero.**
 - 4.8 The use of reallocations to closeout an award will be highly discouraged.**
 - 4.9 Any reallocations must be allowable expenses under the award and must be justified with supporting documentation.**

5.0 Closeout Allowance

The amount of the Closeout Allowance is based on the level of funding for the award:

Award Funding Range	Closeout Allowance
< \$5,000	\$500
\$5,000-\$10,000	\$500
\$10,000-\$15,000	\$500
\$15,000-\$20,000	\$500
\$20,000-\$25,000	\$500
\$25,000-\$30,000	\$500
\$30,000-\$35,000	\$500
\$35,000-\$40,000	\$500
\$40,000-\$45,000	\$500
\$45,000-\$50,000	\$500
\$50,000-\$60,000	\$600
\$60,000-\$70,000	\$700
\$70,000-\$80,000	\$800
\$80,000-\$90,000	\$900
\$90,000-\$100,000	\$1000
\$100,000-\$125,000	\$1,250
\$125,000-\$150,000	\$1,500
\$150,000-\$175,000	\$1,750
\$175,000-\$200,000	\$2,000
\$200,000-\$225,000	\$2,000
\$225,000-\$250,000	\$2,000
\$250,000-\$500,000	\$2,000
\$500,000-\$1,000,000	\$2,000
Greater than \$1,000,000	\$2,000

References

Sponsored Projects Account Deficit Procedures

<http://www.whitehouse.gov/omb/circulars/a110/a110.html>

OMB Circular A110

<http://www.whitehouse.gov/omb/circulars/a133/a133.html>


OMB Circular A133

6.0 Approvals

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Approved By:  Date: 11 Oct 13
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Vice Provost for Research

Approved By:  Date: 10/16/2013
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